



Stamford Water Pollution Control Authority Board Meeting

Monday, January 12, 2014

Stamford Government Center

5th Floor Board of Education Board Room

888 Washington Blvd, Stamford, CT

Full Meeting Minutes

(The meeting was videotaped.)

Attendees

Michael Handler	Chairman, WPCA Board
Ernie Orgera	WPCA Board Member/Director of Operations
Cristina Andreana	WPCA Board Member
Gerald Bosak (absent)	WPCA Board Member
Daniel Capano	WPCA Board Member
Ed Kelly	WPCA Board Member
James Fountain (absent)	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller
Tom Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 6:04PM with the pledge of allegiance followed by roll call. A quorum was present (5 Board Members).

Public Participation

One member of the public, Mike G. Papa, spoke at the meeting, presented handouts and gave a brief speech on environmental exposure pathways for organisms.

Minutes Approval

E. Orgera motioned to approve December 12, 2014 full board meeting minutes; seconded by E. Kelly. There was no discussion. **Vote 5-0-0.**

Billing, Finance & Collection Update

a. Computil Report

- L. Roca from Computil was not present; R. Bull reported that handouts / reports were in the packets for review only. Any questions would be accepted via e-mail and discussed at the next meeting.

b. Receivables & Arrears

M. Turndahl did a comparison report of December 2013 vs. December 2014, stating that the receivable balances are higher this year \$4.699 million vs. \$4.488 million for last year and reported that the accounts receivables aging by year billed is showing progression. He stated

that the accts receivable balance over 120 days is at \$2.977 million compared to \$3.070 million for last year and mentioned that the A&W collections are up by 11 percent.

c. October 2014 Billing Collection to date

- ✓ The receivable collection rate for the October '14 cycle bill for is almost at 87% collected and the oldest cycle billing, April 2011, is almost 99% collected with \$104,978 remaining outstanding from that billing.
- ✓ April '14 cycle bill collection rate to date: 95.91% and October '13 is at 96.95%
- ✓ \$10.337 million or 51.9% of budgeted revenues collected from user charges to date; sewer assessments/ connections: \$1,398,313 collected which is 88.8% of budgeted revenues.

d. November Financials

M. Turndahl reported a profit of \$8.836 million and \$1.311 outstanding from October billing. He reported that the balance due to the City through the end of November is \$2.355 million; \$540,000 of that is Operating & \$1.815 million is Capital funds. He stated this is the lowest amount ever owed to the City. In closing, he stated there was no comparison to last year but will have a comparison for Nov 2015. As stated in the Finance Committee meeting and at the last full Board meeting, C. Andreana mentioned that the Board was pleased to know the SWPCA is reducing, significantly, the monies owed to the City

e. A&W Collections report

T. Banas reported that:

- ✓ as of January 2015, 1,425 files have been referred for collection
- ✓ 572 of the accounts have paid in full and are no longer in collections
- ✓ 853 files remain open and are in payment plans.

Regarding foreclosure, he reported:

- ✓ 248 accounts with balances > \$5,000 were referred and worked
- ✓ 121 paid in full; 54 in payment plans; 6 stayed due to bankruptcy filings; 3 no longer eligible due to payments recently received and; 64 are active foreclosures

A&W collected \$3.951 million to date; \$67,210.30 collected in January. A&W's report showed the monthly collections breakdown as well as the monthly statistics for the month of November. The report revealed \$1.4 million collected YTD

f. Discussion: Bidding in a Foreclosure

M. Handler stated that there is a cost involved in having A&W bid at a foreclosure on behalf of the SWPCA and after a recent incident of A&W requesting to place a bid on a foreclosure, this issue requires some discussion. He asked T. Banas questions about the foreclosure to which he replied it [foreclosure] involved a property owned by three siblings, who initially entered into a payment arrangement in June but have since disappeared. Efforts to reach them have been unsuccessful and foreclosure actions were started. After additional discussion on this issue M. Handler asked if the Board does not bid in the first round of bidding could they do so in the second round. T. Banas replied in the affirmative and went on to say that the amounts of debt now on the books are relatively small to the value of properties that owe the SWPCA and that it doesn't really make sense to attend the bidding. He stated that however, there should not be a hard and fast rule on this issue because there are commercial properties where the debt can increase significantly in a short period of time and without the ability to Bid on a property the SWPCA could find itself in trouble down the road. The Board agreed they would take each foreclosure on a case by case basis.

Safety Report

R. Bull briefly presented the safety report in M. Sabo's absence reporting that:

- ✓ The December Quarterly Staff Meeting was held on December 10th and included Winter Safety and Cold Weather Stress refresher training along w/updates on the acquisition of WPCA confined space safety equipment.

- ✓ FY 14/15 Incident Statistics: 4 injuries through end-Dec (Vs. 12 for same period FY13/14)
- ✓ Selection Committee for the RFQ soliciting experienced professional engineers to develop an Arc Flash Safety Program reviewed presentation from the short-listed 3 candidates; chose Tighe & Bond to perform the work
- ✓ January Safety Team Meeting scheduled for January 22nd
- ✓ There was a recent right pinky finger injury of an employee who suffered some lost time and there was a Team Safety investigation following the incident

Administrative/Budget Report

R. Bull presented a handout and updated the Board on SWPCA Staffing, Vacancies, Employee Issues and other Adm Issues, including an employee's termination for an infraction while on suspension. She reported on the SWPCA budget stating that at 65.0% thru the fiscal year, 11 of the 106 lines items are beyond this percentage. She explained the reasons to the Board's satisfaction and answered M. Handler's inquiry regarding truing up the deficits by yearend. R. Bull ensured the Board that other SWPCA OT accounts had more than enough funds to balance out the accounts with deficits. She mentioned that the plan is as follows: present the FY16 Budget to the Finance Committee and other Board members, meet with the Finance Committee on January 28 and present to the Board for Full Board approval at the February meeting. She explained how the outstanding purchase orders are being handled and closed reporting that Darien is making monthly payments and that a meeting has been scheduled in January to discuss their invoice. She stated B. Brink would discuss in his report.

Sub-Committee Reports

a. Finance Committee

C. Andreana reported the Committee met prior to this board meeting with a quorum present.

- ✓ Discussed accounts receivables
- ✓ November financials
- ✓ Received an update on the FY14 Audit along with a Draft report that will be discussed at the next Board meeting with the Auditors
- ✓ Connection charges to 70 Alvord Lane, 1 Broad Street and 53 William Street; she stated she would present the Committee's recommendation during the item discussion
- ✓ FY16 Operating Budget; decided on a committee meeting date of January 28 at 6:00pm at the Plant site to discuss
- ✓ Under old business discussed items under the Directors top 10: Funding of a portion of Carriage Drive Project cost from the 2009 GO Bonds and
- ✓ 2009 Bond issuance and recovery of the City's share of the Carriage Drive project cost for non-sanitary sewer related costs

b. Technical Committee

D. Capano stated there was no report.

Executive Director's Top Ten

B. Brink briefly reviewed the items in his monthly report. His report is attached and made a part of these minutes.

Discussion and Vote: Bid Waiver to D.W. Transport to Haulaway Rag & Grit.

B. Brink explained the SWPCA's need to change from our current vendor, Royal Environmental, to the next lowest bidder, D.W. Transport. He reported one of the problems is that the trailers can be and most times is, a big source of odors and since both parties want to sever ties due to the vehicles' damages and resulting repairs—totaling around \$20,000 last FY, \$40,000 FY13 and an unknown amount this FY, he recommended the Board approve using the next lowest vendor, D.W. Transport. He also stated that a Bid Waiver is needed, as Purchasing would only allow the SWPCA to use D.W. Transport for

the remainder of the year; after the year, we would need to re-bid the contract. After discussing fuel costs and the reasons why SWPCA would rather use D.W. Transport, C. Andreana and E. Kelly inquired if, in fact, the Board can proceed simply by voting for a waiver or will there be problems still. B. Brink answered that there would not be problems and assured the Board that, according to purchasing, the re-Bid process can be waived by the Board approving a Bid Waiver. M. Handler stated the Board would vote on a Bid Waiver and asked for a motion to extend the contract to the next lowest bidder—D.W. Transport—for the haulaway of Rag and Grit for a period of one year with one additional extension at the price determined the last time when they were the second highest bidder. E. Kelly made the motion; seconded by E. Orgera. There was no additional discussion. **Vote 5-0-0.**

Discussion: Connection Charges to the 70 Alvord Lane, 1 Broad Street & 53 William Street

P. Chakravarti opened the discussion regarding connection charges on the 70 Alvord Lane property stating that parcel was split into two in 2005; the new owners were never advised that a Connection Charge was due, as the Connection Charge of \$6,125 was sent to the original owner. He recommends the charge is split among the two parcels at \$3,062.50 each and paid over the next fifteen years rather than having the new owner catch up on charges they never knew were due and owing. He states these charges would become part of the Connection Program for 2015, eliminating a need for rebilling and adjusting interest and lien fees. M. Handler suggested a meeting be scheduled with W. Napoletano of the Tax Department to weigh in on what went wrong and how best to correct this matter. The Board had no objections.

P. Chakravarti reported that the property at 1 Broad Street is a matter of two separate units being combined into one, diminishing the amount of bathrooms. Therefore, a credit is due to the property owner for the reduction. He stated that his recommendation, as the property owner has been paying all along, is that the Connection Charges is reduced and the credit applied to the current payment of \$226.20. C. Andreana stated that this issue came before the Finance Committee and the Committee's recommendation is to apply the credit as requested. C. Andreana made the motion; seconded by E. Kelly. There was no additional discussion. **Vote 5-0-0.**

P. Chakravarti discussed the 53 William Street property stating two (2) additional dwellings were added, splitting the original parcel into multiple parcels. The original parcel was billed but the two new parcels were not and the Connection Charge remains unpaid for these properties. M. Handler stated that this issue was discussed in the Finance Committee Meeting and it was decided that a meeting is required with the Tax Department to discuss the best way to address this charge. The Board had no objections.

Discussion and Vote: 2015 Board Meeting Schedule

R. Bull stated that this matter has not yet been finalized. M. Handler stated that he would speak to J. Fountain regarding his schedule and report back to the SWPCA Administration. This topic will remain tabled.

Old Business

None

New Business

R. Bull mentioned that two SWPCA employees are out long-term; one underwent surgery approximately three week prior and is on the mend after having a kidney transplant. He is expected to be out for three to four months. She stated the other is undergoing surgery soon to replace both knees and will be out for approx. three months to 120 days. She stated a letter has been sent informing the Commissioner that Karen Burton would be assigned to signing the monthly Discharge Monitoring Report (DMR) in Degnan's absence and that each Shift Foreman would be in charge of the process actions on their shifts. M. Handler questioned where we are on testing for the Class IV certification. R. Bull replied that T. Buzelle took the test last week on Wednesday, January 7th however, he has reported he does not feel confident about passing. K. Burton is ready to sit for the exam and hopefully will take it in July as well as B. Carlson, who was unaware that DRC (Direct Responsible Charge) time could be used for CEU's. With

his DRC time he should have enough credits to take the exam in July as well. She reported A. Falzone took the exam for the Class II and D. Szentmiklosy took the exam for the Class III certs.

On other new business, M. Handler mentioned that he would be back next month to look at all possible refunding and will be looking at the SWPCA refunding opportunities as well.

Adjournment

E. Orgera motioned to adjourn meeting at 7:12pm; seconded by D. Capano. There was no discussion.

Vote 5-0-0

Stamford WPCA Top Issues (1-12-15)

No.	Issue	Action Description Schedule		Impact	Status
1	Extreme wet weather - high flow discharge and permit exceedance on 5/1/14	Implement Infiltration and Inflow (I/I) Study and develop Standard Operating Procedures (SOP) for extreme high flow events	Regulatory and Operations	CT DEEP has approved scope of work for the I/I Evaluation and SSES Pilot Area Program. Executed agreement with CDM Smith.	Begin flow monitoring in Spring 2015
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations	Siemens technician's change to flow sensors' controllers improved UV channel flow readings. Modified UV system programming for system restart following a power failure.	Will conduct performance testing of programming changes, investigate adding a UPS for the UV system controls (PLC), and install wiring from flow sensors in separate conduit as recommended by Siemens by 2/28/15.
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers are on line. Currently Installing carbon canisters at raw sewage PS and sludge trailer.	Bids for odor control ductwork modifications inside sludge dewatering building due on 1/28/15.
4	Reimbursement by City of non-sanitary sewer related costs	Reimbursement by City of non-sanitary sewer related costs for the Carriage Drive Sewer Project	Financial	Submitted estimate of non-sanitary sewer related costs to City on 11/24/14	Need to meet with City Engineer to resolve costs to be reimbursed to WPCA.
5	WPCF evaluations and improvements	Engineering evaluations required in response to USEPA Admin Order. Study, design, and construct WPCF improvements to replace aged equipment	Regulatory and Operations	Engineers have completed their evaluation and submitted draft reports on the 1) Upgrade of the Raw Sewage PS,	Wright-Pierce has started work on the study of the upgrade of the aeration blowers. Arcadis is preparing life cycle cost analyses for

		and increase operations and energy efficiency.		2) Flow distribution to the Secondary Clarifiers, UV system replacement cost and effluent pumps, and 3) SCADA system needs assessment.	alternative hardware and software for the SCADA system upgrade to present their recommendations to Technical Committee in February 2015.
6	Connect to Existing Sewer	Enforcement of City ordinance to connect to existing sanitary sewer within 180 days	Protect public health and expand customer base.	Draft letter sent to city legal department for review	Use City legal department to enforce City ordinance requiring connection. Send letters advising of City ordinance requiring connection by end of January.
7	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Selected Tighe & Bond to provide arc flash analyses and training. Proposed scope and fee to be reviewed by Technical Committee on 1/14/15.	Begin Phase 1 in spring 2015
8	GIS Mapping of Sanitary and Storm Sewer System	Mapping of Sanitary and Storm Sewer System in GIS required by WPCA's CMOM Program and City's MS4 Permit	Regulatory and Operations	Sanitary sewer GIS mapping is 90% complete and storm sewer is 35% complete	Revised CDM Smith's tasks and budget to provide additional field verification to allow completion of GIS mapping of sanitary sewer by 5/1/15 and storm sewer by 8/1/15
9	Computerized Maintenance Management System (CMMS)	Implement CMMS for SWPCA operations (WPCF, collection sewers and pumping stations).	Operations	Completion of templates for WPCF equipment is ongoing.	